

**Jefferson County
Position Description**

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|------------------------|----------------------------------------|--------------------|------------------------|--------------|---|
| Name: | | Department: | Child Support | | |
| Position Title: | Child Support Enforcement Specialist I | Pay Grade: | 5 | FLSA: | N |
| Date: | August 2015 | Reports To: | Child Support Director | | |

Purpose of Position

The purpose of this position is to establish, enforce and modify child support orders and perform case management tasks for Jefferson County Child Support Administration.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors child support cases including: payment records and updates, KIDS worklists, and correspondence for compliance with court orders and State and Federal guidelines.
- Performs interviews to determine support levels, mediates negotiations to modify child support orders, establishes support and health insurance coverage, and calculates adjustments and payments on arrears.
- Identifies, researches, and prepares correspondence and legal documents for establishing, enforcing and modifying child support orders.
- Conducts investigations to obtain information to process cases or locate non-custodial/custodial parents.
- Provides written and oral information regarding support cases to attorneys, law enforcement, employers, other agencies, clients and the general public; also explains policies, procedures, rules and regulations.
- Secures documents, organizes information supporting recommendations, and maintains electronic filing system.
- Prepares Notice, Warrant & Commitment for non-compliant participants.
- Prepares reports in accordance to Federal and State policies and reconciles payments.
- Schedules appointments, hearings, and depositions.
- Maintains knowledge of current Child Support Agency rules, State statutes and regulations.
- Serves as Notary Public.

- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Appears on behalf of agency at court proceedings. Contacts witnesses and prepares files, discovery and subpoenas for trial.
- Performs Administrative Assistant II tasks in his/her absence.
- Serves case participants with legal documents.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in secretarial, business, paralegal or related field with three to five years legal secretarial experience with one year in family law, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Additional training in legal research and child support enforcement preferred.

Other Requirements

Physical: None

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

**Jefferson County
Position Description**

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|------------------------|-----------------------------------------|--------------------|------------------------|--------------|---|
| Name: | | Department: | Child Support | | |
| Position Title: | Child Support Enforcement Specialist II | Pay Grade: | 6 | FLSA: | N |
| Date: | August 2015 | Reports To: | Child Support Director | | |

Purpose of Position

The purpose of this position is to independently establish, enforce and modify child support orders and perform case management tasks for Jefferson County Child Support Administration.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Monitors child support cases including: payment records and updates, KIDS worklists, and correspondence for compliance with court orders and State and Federal guidelines.
- Performs interviews to determine support levels, mediates negotiations to modify child support orders, establishes support and health insurance coverage, and calculates adjustments and payments on arrears.
- Identifies, researches, and prepares correspondence and legal documents for establishing, enforcing and modifying child support orders.
- Conducts investigations to obtain information to process cases or locate non-custodial/custodial parents.
- Provides written and oral information regarding support cases to attorneys, law enforcement, employers, other agencies, clients and the general public; also explains policies, procedures, rules and regulations.
- Secures documents, organizes information supporting recommendations, and maintains electronic filing system.
- Prepares Notice, Warrant & Commitment for non-compliant participants.
- Prepares reports in accordance to Federal and State policies and reconciles payments.
- Schedules appointments, hearings, and depositions.
- Maintains knowledge of current Child Support Agency rules, State statutes and regulations.
- Serves as Notary Public.
- Performs essential functions independently.

- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Appears on behalf of agency at court proceedings. Contacts witnesses and prepares files, discovery and subpoenas for trial.
- Performs Administrative Assistant II tasks in his/her absence.
- Serves case participants with legal documents.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in secretarial, business, paralegal or related field with three to five years legal secretarial experience with one year in family law, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Additional training in legal research and child support enforcement preferred.

Other Requirements

Training: Must have a minimum of 6 months – 1 year on-the-job experience with the Jefferson County Child Support Agency or other similar agency and demonstrate the ability to work independently on a full case load.

Physical: None

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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